

**WSDOT/ACEC-WA Project Delivery Team**  
**WSDOT Headquarters, Olympia, WA**  
**May 5, 2006**

**Attendees**

**ACEC-WA**

Rick Door  
Duncan Findlay (absent)  
Mary Holland (absent)  
Mike Mariano  
Lisa Reid  
John Villager (absent)  
Karl Winterstein (absent)

Andrea Clark, Recorder

**WSDOT**

Kirk Berg  
Doyle Dilley (absent)  
Mike Horton  
Mike Kane (for Doyle Dilley)  
Ron Landon  
Keith Metcalf (absent)  
Amir Rasaie (absent)  
Ken Smith  
Rick Smith  
Glenn Wagemann (for Keith Metcalf)

**Review Meeting Agenda**

The majority of this meeting is dedicated to reviewing and revising the Deliverables Expectation Matrix.

**ACEC/WSDOT Annual Meeting**

The Project Delivery Team will have a 35-minute breakout session at the ACEC/WSDOT Annual Meeting.

**Action Items**

- Lisa Reid and Ken Smith will present the Deliverable Expectation Matrix.
- Mike Mariano will write up an overview of why the team developed the Deliverables Expectation Matrix.
- Rick Smith will cover the Co-Location recommendation.
- The Bridge and Structures Team will dovetail their presentation into our team's breakout session.

**Communications on Design between Consultants, WSDOT, the Public, and Third Parties; and Information on the WSDOT Electronic Engineering Data Standards**

Where do we document and what do we tell consultant firms we want delivered in the form of electronic files? Consultants are saying that WSDOT is not telling them what document formats are expected.

Is this an issue for others? What are we doing about it?

Ken Smith handed out an advance copy of the WSDOT Electronic Engineering Data Standards that describes how engineering files should be named and stored. Ken also indicated that the newly revised Exhibit C describes other files and formats. Ken

demonstrated where these can be found through the ACEC Project Delivery Team website under the tab labeled “Sharing.”

Jon Bauer and Randy Deer are sending the WSDOT Electronic Engineering Data Standards out this week to all of the Project Development Engineers.

**Next Meeting**

The next meeting will be June 6, 2006, following the annual ACEC/WSDOT Meeting at the SeaTac Hilton, from 1:30 to 2:30 pm.